



City of Lodi Special Events Encroachment Permit Information Package

This package was designed to guide your organization through the application process and assist you in the preparation of a successful event. A Special Events Encroachment Permit must be obtained when any organized activity involving the use of, or having impact upon public property, public facilities, public parks, sidewalks or streets; i.e., neighborhood block parties, festival, parade, or street/sidewalk closures displaces use by the public at large. For use of public parks please contact the Parks and Recreation Department @ (209) 333-6742. For use of Hutchins Street Square (HSS) facilities please contact HSS staff @ (209) 333-6782. For all other special events encroachments contact Public Works (209) 333-6706.

It is recommended your application package be submitted at least **90** days prior to the event to ensure approval in time for your event preparations. The application should be submitted to the Public Works Department located at Lodi City Hall, 221 W. Pine Street, Lodi. The cost of the Special Events Encroachment Permit Application is \$39.00. The permit application fee is non-refundable. Depending upon the event, a \$500 refundable cleaning deposit may be required. You must properly dispose of waste and garbage throughout the term of your event and the area must be returned to a clean condition immediately upon conclusion of your event. Should you fail to perform adequate clean up or damage occurs to City property or facilities, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future special events permits.

Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.

This permit relates to encroachment within the public right-of-way only. Encroachment involving private property requires approval of all property owners prior to start of this event. All businesses/parties affected by the street closures must be notified by the sponsor at least two (2) weeks prior to the closure. A notification giving all information including a map of the closures is recommended.

All encroachment permits/guidelines from involved outside agencies must be obtained in order for the City encroachment permit to be issued. If you intend to serve/sell alcohol you must obtain a permit from Alcoholic Beverage Control, (209) 948-7139. A copy of your ABC application and permit, when issued, must be submitted to the City. Guidelines for chemical toilets are issued by San Joaquin County Environmental Health, (209) 468-3420. For garbage/recycling bins please contact Central Valley Waste Services, (209) 369-8274.

It is our goal to assist event organizers in planning a safe and successful event that creates a minimal impact on the communities surrounding the events. We hope that you find this package helpful in completing the Special Events Permit Application.

Permit Process:

Submit the following items:

1. Completed "Special Events Encroachment Permit" Application.
2. Site plan showing the following details (see attached examples):
 - Street closures;
 - Size of the booths and placement; size of awnings if applicable;
 - Concessions, if food vendors state cooking apparatus used;
 - Chemical toilets: number and placement;
 - Garbage cans; number and placement;
 - Show the required fire lane (when booth(s)/stage(s) will be placed in the street)
3. Traffic control plan (when there are street closures, see examples attached): The City of Lodi required traffic control plan is a street map, showing placement of barricades and signs to be placed at closures. For convenience, you may show volunteer placement and requested police traffic control.
4. Certificate of Insurance with an endorsement naming the City of Lodi as an additional insured as well as the event insurance being primary to all other insurance. The insurance requirements are attached to the original application for your reference. The actual coverage limits may be increased depending on the type and/or attendance of the event.
5. \$39.00 Application Fee.

When the event includes live music; please contact the Community Development Dept. @ (209) 333-6711 regarding a Live Entertainment Permit.

Application Review

Your application, site plan, traffic control plan and certificate of insurance will be reviewed by the City and/or agencies. During the review process, the event coordinator will be notified if additional information, city permits, licenses or certificates are required. It will be your responsibility to ensure the requirements for other agencies are met. Delays in providing requested additional information may delay the City's ability to complete the review. Any requested additional information needs to be submitted in a timely manner.

A representative from a specific City Department such as the Fire Marshal or Police Department may contact the event coordinator directly due to additional information needed or to clarify the department's conditions that will be included in the terms of the permit. Additional fees may apply depending Police/Fire/Streets Department services necessary.

When street closures are involved, the City Traffic Engineer, Police Department and Public Works will review the traffic control plan. The traffic control plan must conform to the current Cal Trans Traffic Control Manual. You will be required to supply suitable traffic

control equipment as called for in the approved plan; i.e. barricades, traffic cones, signs, etc. City of Lodi Police Department will inspect the traffic control for compliance prior to your event. Non-compliance may result in delay to the event starting. It is recommended the event sponsor contact the Lodi Police Department, Sgt. Chris Jacobson (209-333-6800 x 6861) prior to your event to review the site.

Building Code and Fire Conditions not specific to your event are included in this packet. Please review as the building and fire departments will inspect your event prior to opening.

Upon approval of the event, each department will forward their specific conditions to the Public Works Department Special Events Coordinator. You will receive a copy of the encroachment permit, conditions of the permit, approved site plan & traffic control plan. The Public Works Department will notify emergency services of the street closures 24 hours prior to the event. "No Parking" signs must be placed on the streets to be closed 24 hours prior to the event to validate tow-away conditions. The City will supply two (2) "No Parking" signs; additional signs are your responsibility.

If you have any questions or need additional information, please contact the City of Lodi Public Works Department @ (209) 333-6706.



CITY OF LODI

PUBLIC WORKS DEPARTMENT

SPECIAL EVENT ENCROACHMENT PERMIT APPLICATION

1. Event Title: _____
2. Sponsor/Organization: _____
3. Sponsor Address: _____
4. Sponsor Phone: _____
5. Contact Person: _____
6. Contact Person Phone: _____ email: _____
7. Describe Special Event: (List structures placed on street, sidewalk and alleys, including chemical toilets) _____

8. Provide a simple sketch showing the location of structures within street closure. Structures located within street intersections prohibited.
9. Provide traffic control plan.
10. Identify street(s) and alley(s) to be closed: _____

11. Event dates: _____
12. Estimated attendance: _____
13. Closure times (be sure to allow and include time for set-up and cleanup.) _____

14. Requesting to serve alcoholic beverages in the public right-of-way? ☐ Yes ☐ No
Alcoholic beverages are permitted as described in Lodi Municipal Code 9.04.010 and a copy of the Alcoholic Beverage Control license is required prior to permit issuance. Liquor liability insurance coverage is required prior to permit issuance.
15. Live Entertainment? ☐ Yes ☐ No
16. Sanitary measures: _____ # of Toilets _____ # of Trash Cans
17. Police Services if required (additional fees may apply): _____

Check list: ☐ Application ☐ Site Plan ☐ Traffic Control Plan ☐ Certificate of Liability Insurance

The undersigned agrees to indemnify and hold harmless the City of Lodi, its elected and appointed Boards, Commissions, Officers, Agents, Volunteers and Employees from any and all claims, damages or suits that may arise or in any way be occasioned by the granting of this permit or the maintenance of such activities in accordance with the provisions of Lodi Municipal Code Sec. 12.04.040 and to provide insurance coverage as described in attachment A. Permittee will comply with all requirements and LMC Section 12.04 relating to encroachments. Permit fees are non-refundable.

Date: _____ Signed: _____

Office Use Only:

Permit No : _____	Application Fee: _____	Additional Fees: _____
Date/Time Rec'd: _____	Total Fee: _____	



CITY OF LODI

PUBLIC WORKS DEPARTMENT

SPECIAL EVENT ENCROACHMENT PERMIT INSURANCE REQUIREMENTS

5-413 Insurance Requirements for Event Organizer : The Organizer shall take out and maintain during the preparation, execution, and dismantling of event, insurance coverage as listed below. These insurance policies shall protect the Organizer and any subcontractor participating in the event from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from the Organizer's operations under this contract, whether such operations be by the Organizer or by any subcontractor or by anyone directly or indirectly working with either of them, and the amount of such insurance shall be as follows:

- | | |
|---|---|
| 1. <u>COMPREHENSIVE GENERAL LIABILITY</u>
\$1,000,000 Bodily Injury -
Ea. Occurrence/Aggregate
\$1,000,000 Property Damage
Ea. Occurrence/Aggregate

or
\$2,000,000 Combined Single Limits
\$2,000,000 Aggregate | 2. <u>COMPREHENSIVE AUTOMOBILE LIABILITY</u>
\$1,000,000 Bodily Injury - Ea. Person
\$1,000,000 Bodily Injury - Ea. Occurrence
\$1,000,000 Property Damage - Ea. Occurrence

or
\$1,000,000 Combined Single Limits |
|---|---|

NOTE: Organizer agrees and stipulates that any insurance coverage provided to the City of Lodi shall provide for a claims period following termination of coverage which is at least consistent with the claims period or statutes of limitations found in the California Tort Claims Act (California Government Code Section 810 et seq.).

A copy of the certificate of insurance with the following endorsements shall be furnished to the City:

(a) Additional Named Insured Endorsement

Such insurance as is afforded by this policy shall also apply to the City of Lodi, its elected and appointed Boards, Commissions, Officers, Agents, Volunteers, and Employees as additional named insured.

(This endorsement shall be on a form furnished to the City and shall be included with Organizers contract.)

(b) Primary Insurance Endorsement

Such insurance as is afforded by the endorsement for the Additional Insureds shall apply as primary insurance. Any other insurance maintained by the City of Lodi or its officers and employees shall be excess only and not contributing with the insurance afforded by this endorsement.

(c) Severability of Interest Clause

The term "insured" is used severally and not collectively, but the inclusion herein of more than one insured shall not operate to increase the limit of the company's liability.

(d) Notice of Cancellation or Change in Coverage Endorsement

This policy may not be canceled nor the coverage reduced by the company without 30 days' prior written notice of such cancellation or reduction in coverage to the Risk Manager, City of Lodi, 221 W. Pine St., Lodi, CA 95240.

"Claims made" coverage requiring the insureds to give notice of any potential liability during a time period shorter than that found in the Tort Claims Act shall be unacceptable.

CITY OF LODI ENCROACHMENT PERMIT CONDITIONS
ATTACHMENT TO ENCROACHMENT PERMIT NO. _____

***WHEN STREET CLOSURES IN EFFECT 24 HOURS PRIOR NOTIFICATION
OF EMERGENCY & SERVICE AGENCIES REQUIRED***

SPECIFIC CONDITIONS FOR THIS EVENT:

- (CONDITIONS SPECIFIC TO YOUR EVENT WILL BE FILLED IN HERE).

TYPICAL CONDITIONS FOR ALL SPECIAL EVENTS:

1. **WHEN STREET CLOSURES IN EFFECT – EVENT MUST BE IN COMPLIANCE WITH APPROVED TRAFFIC CONTROL PLAN. IT IS RECOMMENDED EVENT SPONSOR REVIEWS THE COURSE WITH THE LODI POLICE DEPARTMENT PRIOR TO THE EVENT. CONTACT SGT. CHRIS JACOBSON 209-333-6861.**
2. Painted markings or markings of any kind will not allowed on the curb, gutter, sidewalk or streets without approval. If done so all markings must be removed immediately following the event.
3. 5-foot 6-inch minimum clearance to be maintained on public sidewalk pedestrian travel way;
4. 20-foot emergency access lane in street to be maintained at all times or written approval of Fire Marshal;
5. No storage of materials, no mechanized equipment on public sidewalk or pedestrian walkways;
6. No obstruction of alley entries without Fire Marshal approval; no obstruction to fire hydrants. A 15-foot clearance and accessibility to each fire hydrant shall be maintained at all times;
7. No amplified speakers exceeding 120 decibels. Music to end by 9:00 PM. Electrical cords – SEE *SPECIAL EVENT TYPICAL ELECTRICAL CONDITIONS* below
8. No attachments to public utilities, trees or structures;
9. Use of sidewalk at business frontage with consent of proprietor only;
10. No foreign material to enter City storm drain system. Necessary setup and cleanup, including provisions for adequate refuse containers shall be responsibility of applicant.
11. No animal waste in the public right-of-way. Sponsor to completely clean up after animals. Waste is not to be washed down the City storm drain system.
12. Applicant responsible for all necessary permits, licenses, certificates required by other agencies for events activities. Sale of alcoholic beverages shall be in conformance with local and regional regulations;
13. “No Parking” signs to be posted 24 hours prior to street/parking lot closure;

14. When street closures in effect refer to attached "Street Closure guidelines" for further traffic control instructions and phone contacts required for 24 hour notice to emergency and service agencies;
15. Applicant shall be responsible for any damages incurred by or due to this encroachment. At conclusion of event, area to be restored to a neat and orderly appearance.
16. Hay bales not permitted. Unless approved by the Fire Official.

FIRE MARSHAL CONDITIONS FOR BARBECUES AND TENTS/AWNINGS

The BBQ must be a minimum of 10 ft from all combustibles and openings of any buildings including but not limited to surrounding vegetation and other materials brought to the site (i.e, shade awning, tables, boxes, and decorations).

Use of tents and awnings used must comply with CFC Chapter 25. New Fire code has regulations for tents and awnings. Awning(s) covering 400 sq ft must be inspected. All must be SFM approved and spaced as per Fire Code.

Access to fire hydrants for Fire Department vehicles unobstructed at all times.

Fire extinguishers must be present whenever heat producing appliances are being used. Typically, a 2A-10BC rated fire extinguisher shall be provided for all booths with cooking devices. A Class K rated fire extinguisher must be present whenever equipment producing grease-laden vapors is being used. The extinguishers must be serviced and tagged annually.

Tanks (i.e., propane, helium) must be secured in an upright position.

SPECIAL EVENT TYPICAL ELECTRICAL CONDITIONS

Electrical equipment and installations shall comply with the 2010 California Electrical Code.

2010 California Electrical Code Provisions:

- All electrical cables placed across a path of travel shall have approved guards that minimize tripping hazard. See: 2010 California Electrical Code Section 525.20 (G).
- Conductors shall have a vertical clearance to ground in accordance with the California Electrical Code Section 225.18. These clearances shall apply only to wiring installed outside of tents and concessions. (Min. ten feet from finish grade where accessible to pedestrians only; Min. twelve feet over driveways not subject to truck traffic where voltages does not exceed 300 volts to ground; Min. fifteen feet if over 300 volts to ground ; Min. eighteen feet over public streets, alleys, roads, parking areas subject to truck traffic. Per California Electrical Code Section 225.18. 2010 California Electrical Code Section 525.5 (A).
- All flexible cords shall be the type approved based on use and location. A damp location is protected from weather and not subject to saturation with water or other liquids but is subject to moderate degrees of moisture (protected by canopies, marquees, roofed open porches, etc.). A wet location is exposed to weather, in the ground, or other areas subject to saturation with water or other liquids. All flexible cords utilized outdoors shall be approved for outdoor use. 2010 California Electrical Code Section 525.20 (A).

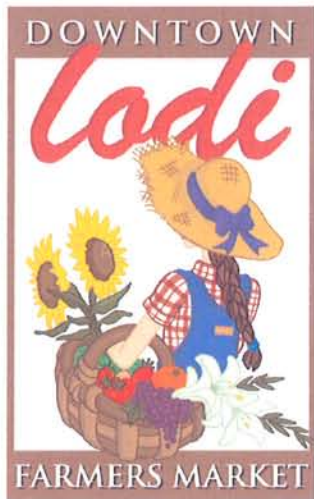
- Cord connectors shall not be laid on the ground unless listed for wet locations. Connectors and cable connections shall not be placed in audience traffic paths or within areas accessible to the public unless guarded. 2010 California Electrical Code Section 525.20 (E).
- All flexible cords shall be of the type rated for extra hard use if exposed to physical damage (Example: Type “SO” cable is approved for extra hard usage in a damp location. Type “SOW” cable is also approved for wet locations outdoors.) 2010 California Electrical Code Section 525.20 (A).
- All flexible cords shall be at least of the hard use type if protected from physical damage. 2010 California Electrical Code Section 525.20 (A).
- All general use 15 amp and 20 amp receptacles shall have listed ground-fault circuit-interrupter protection for personnel. 2010 California Electrical Code Section 525.23.
- The continuity of the grounding conductor system used to reduce electrical shock hazards as required by California Electrical Code Sections 250.114, 250.138, 406.3, and 527.4 shall be verified each time that portable electrical equipment is connected. 2010 California Electrical Code Section 525.32.
- Where multiple services or separately derived systems, or both, supply portable structures, the equipment ground conductors of all the sources of supply that serve such structures separated by less than 12 ft shall be bonded together at the portable structures. The bonding conductor shall be copper and sized in accordance with table 250.122 based on the largest overcurrent device supplying to portable structures, but no smaller than 6 AWG. 2010 California Electrical Code Section 525.11
- Amusement rides/**portable structures** and amusement attractions shall be maintained not less than fifteen (15') feet in any direction from overhead conductors operating at 600 volts or less, except for the conductors supplying the amusement ride or attraction. Amusement rides or attractions shall not be located under or within fifteen (15') feet horizontally of conductors operating in excess of 600 volts. 2010 California Electrical Code Section 525.5 (B).
- Each ride/**portable structure** and concession shall be provided with a fused disconnect switch or circuit breaker located within site and within six (6) feet of the operators station. 2010 California Electrical Code Section 525.21 (A).

NEW DEFINITION 2010 California Electrical Code

Portable Structures. Units designed to be moved including, but not limited to, amusement rides, attractions, concessions, tents, trailers, trucks and similar units

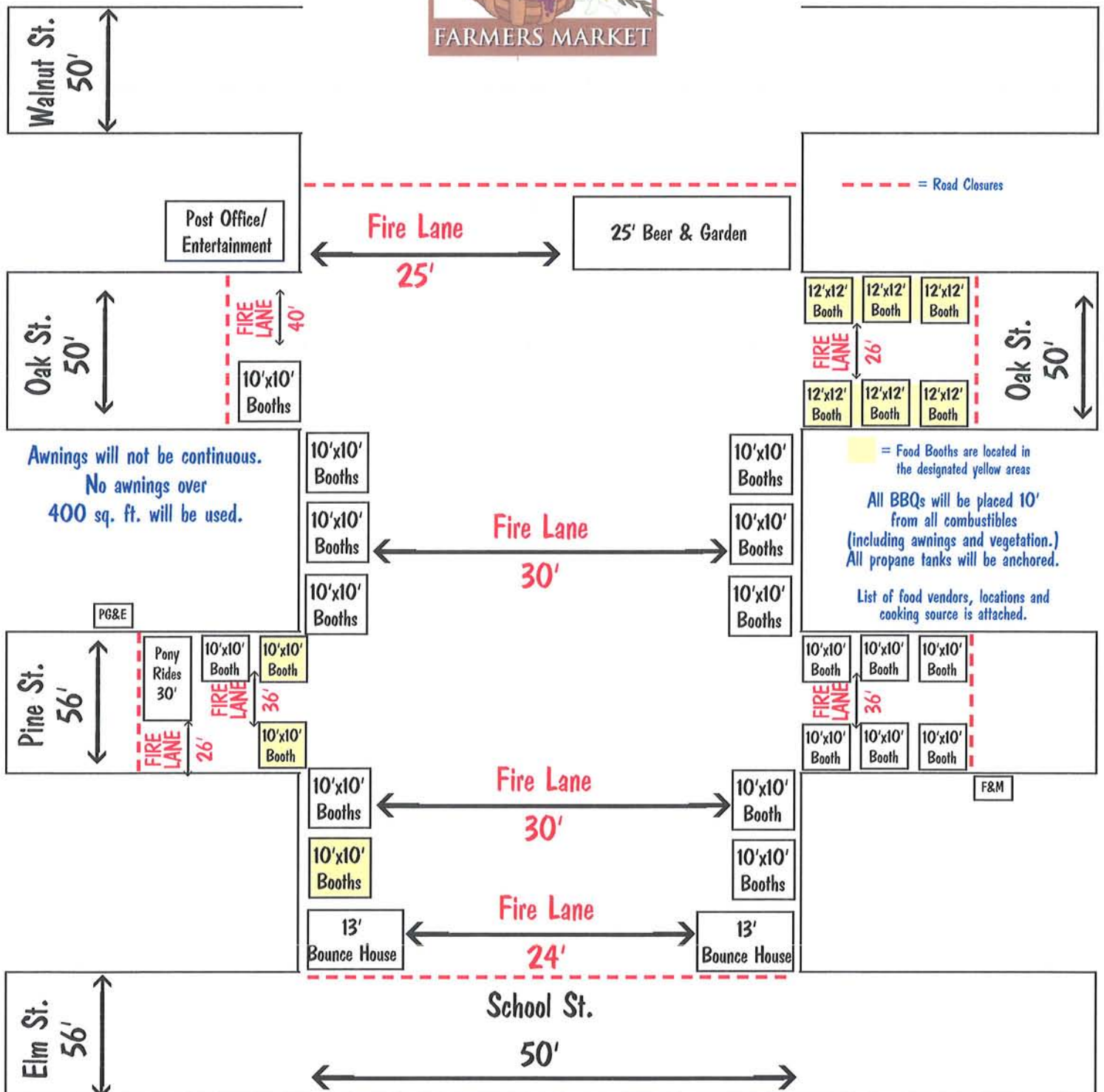


DOWNTOWN
L.O.O.D.I.
BUSINESS
PARTNERSHIP

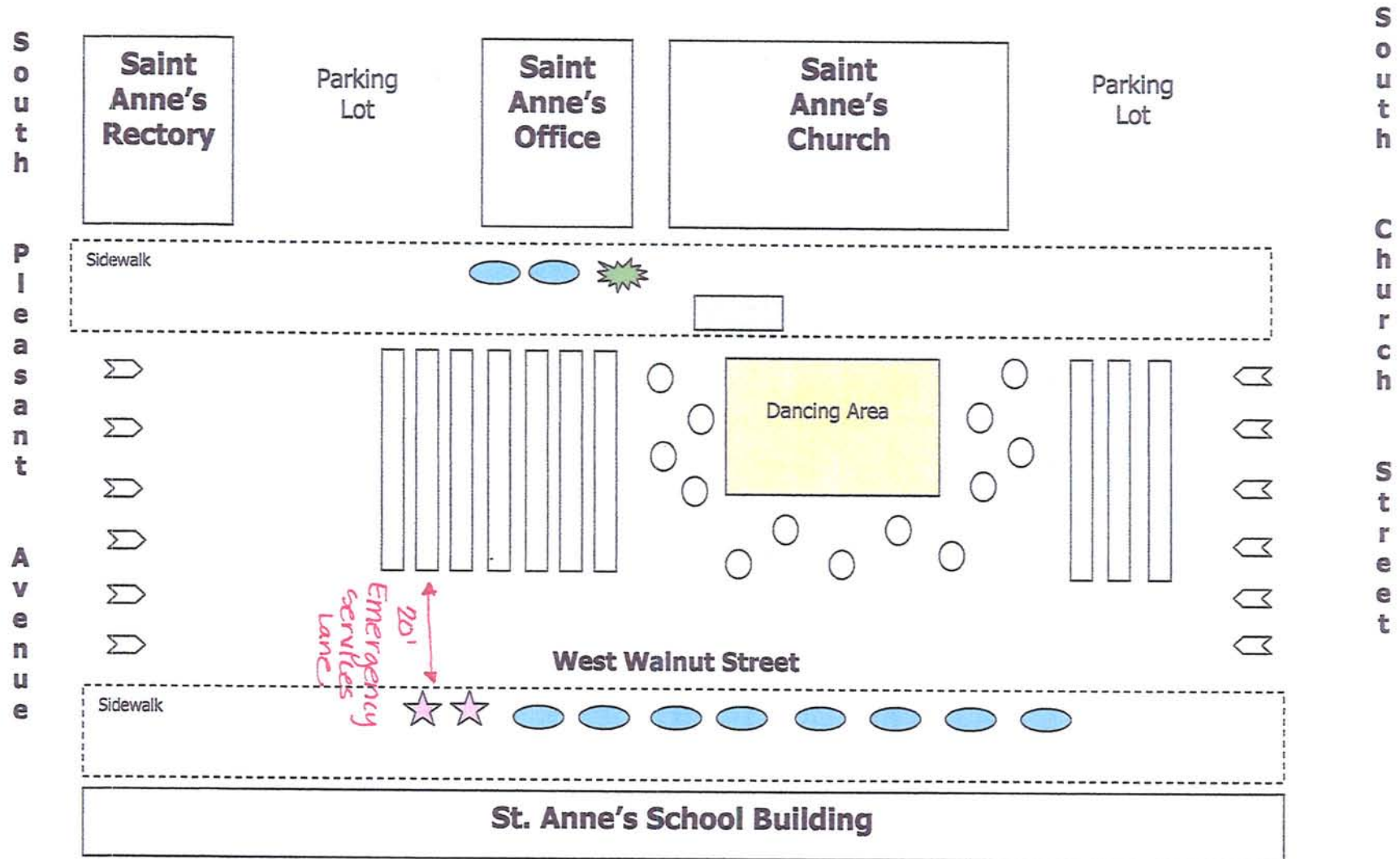


2011 Downtown Lodi Farmers Market


Thursdays, June 2 - Aug 25
5 p.m to 9 p.m.



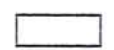
Site Plan – Saint Anne's Parish Fest (7/23/2011) N ↑




LEGEND:


 Food Booths

 Stage/Entertainment

 Seating Area

 Wine & Beer Booth

 Tickets

 Street Barricades & Alcohol Control Signs

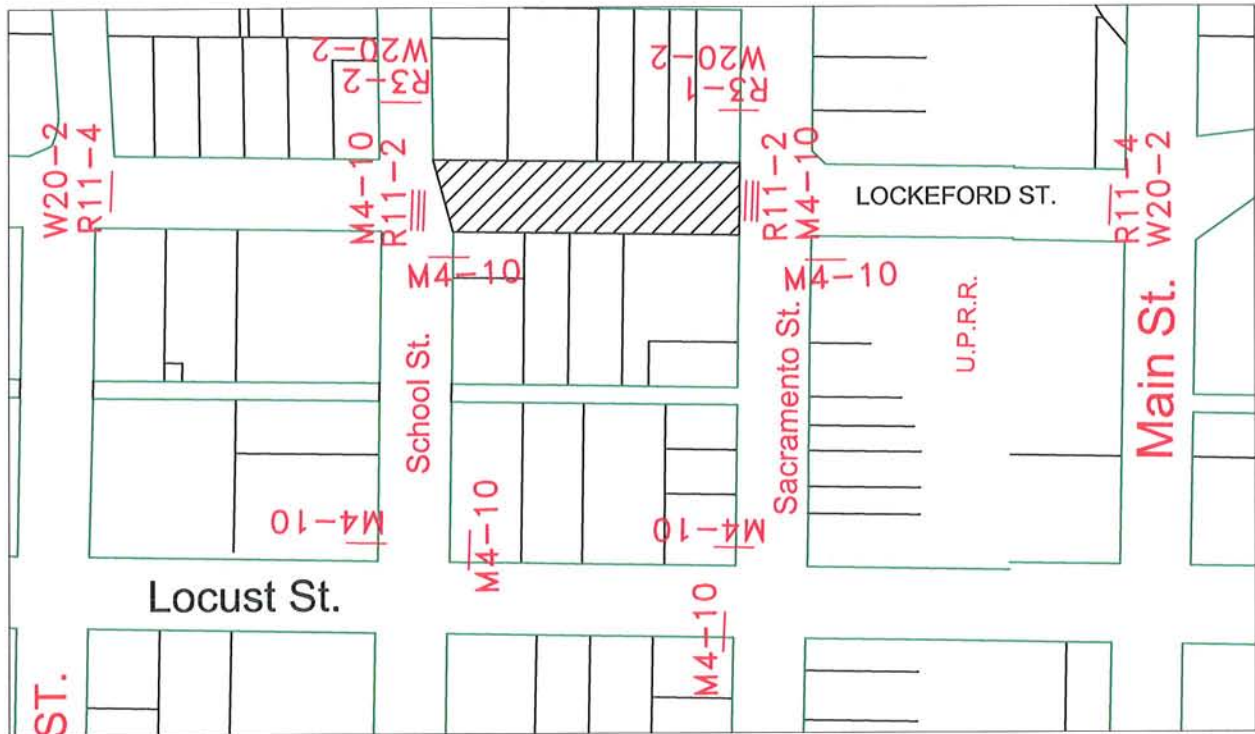


CITY OF LODI

PUBLIC WORKS DEPARTMENT

ONE-EIGHT TEEN CTR

LOCKEFORD ST-SCHOOL TO SACRAMENTO STS



ONE-EIGHT TEEN CTR – 17 W. LOCKEFORD STREET

LOCKEFORD ST CLOSURE – ONE BLOCK

TIME: 9:00AM THRU 4:00PM

LEGEND:

- TYPE I BARRICADE
- ≡ TYPE III BARRICADE
- R11-2 "ROAD CLOSED" SIGN
- R11-4 "ROAD CLOSED TO THRU TRAFFIC" SIGN
- M4-10 "DETOUR" SIGN
- W20-2 "DETOUR AHEAD" SIGN
- R3-1 "NO RIGHT TURN" SIGN
- R3-2 "NO LEFT TURN" SIGN

"NO PARKING"
SIGNS TO BE
PLACE 24 HOURS
PRIOR TO CLOSURE.

BARRICADE LOCATIONS ONLY
SHOWN. A MINIMUM OF TWO (2)
EACH BARRICADES AT EACH
CLOSURE LOCATION. PER WATCH
MANUAL SECTION 7-7.35

BARRICADES: "...BARRICADES
SHOULD BE PLACED SO THERE IS
NOT A GAP LARGE ENOUGH FOR A
VEHICLE TO PASS."

TYPE III BARRICADES/ROAD CLOSED
SIGNS TO BE POSTED AT
DRIVEWAYS ENTERING CLOSURE.



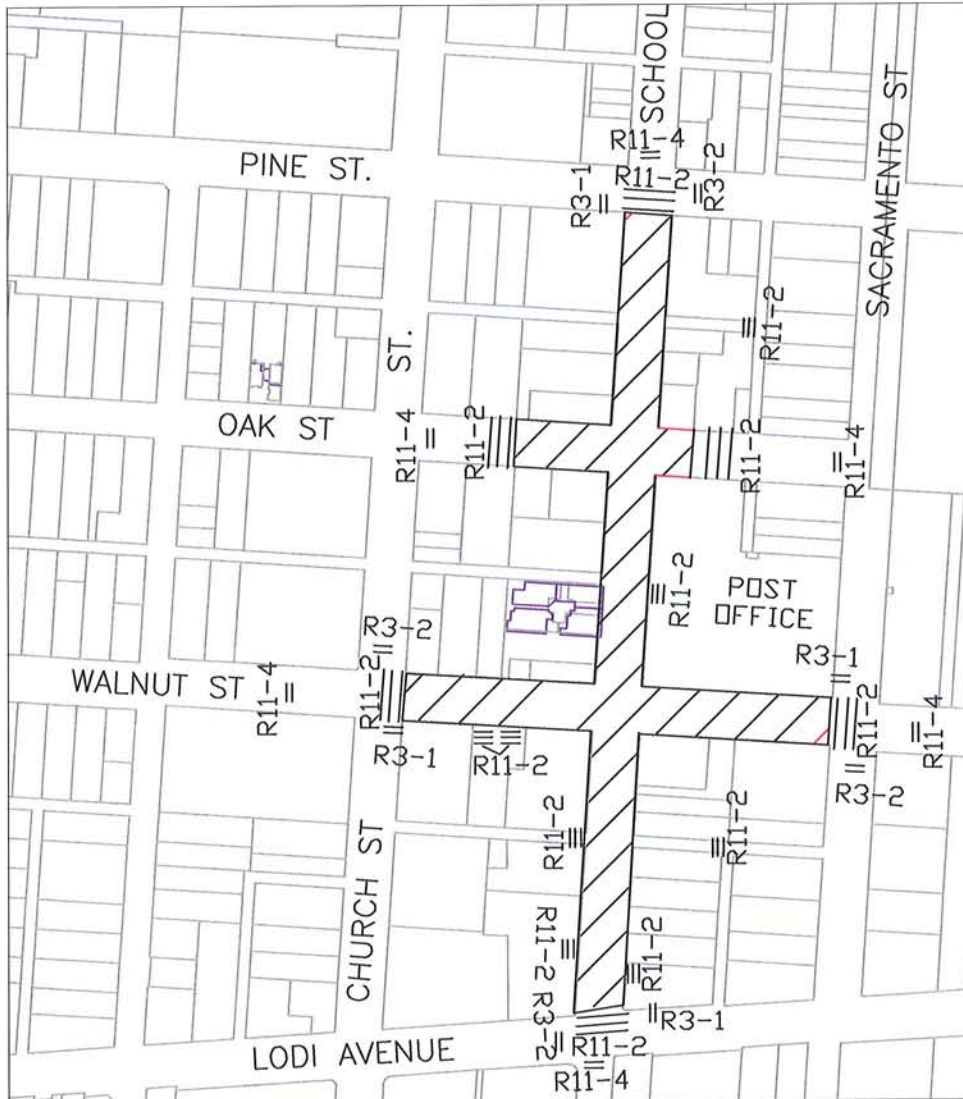
N.T.S.



CITY OF LODI

PUBLIC WORKS DEPARTMENT

TRAFFIC CONTROL PLAN SCHOOL STREET (PINE TO LODI STS) PLAN 5



SIGNALS ON FLASH

CHURCH & WALNUT
CHURCH & OAK
PINE & SCHOOL
LODI & SCHOOL

OAK ST ACCESS
TO POST OFFICE
DRIVEWAYS TO
BE MAINTAINED

24' CLEARANCE AT
ALL STREETS &
INTERSECTIONS AT
ALL TIMES.



LEGEND:

- ≡ TYPE III BARRICADE
- ≡ TYPE II BARRICADE
- R11-2 "ROAD CLOSED" SIGN
- R11-4 "ROAD CLOSED AHEAD" SIGN
- R3-1 "NO RIGHT TURN"
- R3-2 "NO LEFT TURN"

BARRICADE LOCATIONS ONLY SHOWN. A MINIMUM OF TWO (2) EACH BARRICADES AT EACH CLOSURE LOCATION. PER WATCH MANUAL SECTION 7-7.35 BARRICADES: "...TYPE III BARRICADES SHOULD BE PLACED SO THERE IS NOT A GAP LARGE ENOUGH FOR A VEHICLE TO PASS." TYPE III BARRICADES/ROAD CLOSED SIGNS TO BE POSTED AT DRIVEWAYS ENTERING CLOSURE.